

June 27, 2007

**TO:** County Personnel Policy Board Members

**SUBJECT:** Personnel Policy Board Meeting  
Thursday, July 5, 2007  
1:30 p.m., Commissioners Hearing Room  
County-City Building, Room 112

## **A G E N D A**

ITEM 1: Request to change the pay grade for the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
9545	Computer & GIS Records Assistant II	C18 (\$47,172.32 – \$60,424.00)	C19 (\$48,871.68 – \$62,599.68)

ITEM 2: Request to amend Rule 17.18 of the Personnel Rules – Longevity.

ITEM 3: Request to amend Rule 19.2 of the Personnel Rules – Vacation Leave.

ITEM 4: Request to amend Rule 19.3 of the Personnel Rules – Sick Leave.

ITEM 5: Request to amend Rule 19.11 of the Personnel Rules – Funeral Leave.

ITEM 6: Miscellaneous Discussion.

pc: Norm Agena  
Jeanne Sayers

### 17.18 Longevity (Revised 8/07)

Status employees not covered by a labor agreement shall annually receive longevity pay based upon the total length of continuous service with the County. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. Part-time status employees shall receive longevity pay based upon the total hours worked in each pay cycle.

Completed Years of Service	Annual Pay	Hourly Pay	(Informational Only Per Pay Period)
5 Years (Beginning 6 <sup>th</sup> Year)	<del>\$ 245.44</del> <u>\$ 368.16</u>	<del>\$ .118</del> <u>\$ .177</u>	<del>(\$9.44/pay period)</del> <u>(\$14.16/pay period)</u>
10 Years (Beginning 11 <sup>th</sup> Year)	<del>\$ 386.88</del> <u>\$ 580.32</u>	<del>\$ .186</del> <u>\$ .279</u>	<del>(\$14.88/pay period)</del> <u>(\$22.32/pay period)</u>
15 Years (Beginning 16 <sup>th</sup> Year)	<del>\$ 640.64</del> <u>\$ 960.96</u>	<del>\$ .308</del> <u>\$ .462</u>	<del>(\$24.64/pay period)</del> <u>(\$36.96/pay period)</u>
20 Years (Beginning 21 <sup>st</sup> Year)	<del>\$ 900.64</del> <u>\$1,352.00</u>	<del>\$ .433</del> <u>\$ .650</u>	<del>(\$34.64/pay period)</del> <u>(\$52.00/pay period)</u>
25 Years (Beginning 26 <sup>th</sup> Year)	<del>\$ 1,000.48</del> <u>\$ 1,501.76</u>	<del>\$ .481</del> <u>\$ .722</u>	<del>(\$38.48/pay period)</del> <u>(\$57.76/pay period)</u>

There shall be no retroactivity or cumulative building on top of the previous longevity rate.

## 19.2 Vacation Leave (Revised 9/06 8/07)

(e) OPTION 1. Accumulation of vacation leave credit shall be on a continuous basis ~~not to exceed two hundred forty (240) hours~~ not to exceed three hundred sixty (360) hours. Unused vacation leave accumulation shall be paid upon separation and the employee may request that vacation be used until depleted. The date vacation is depleted shall become the last date of employment. ~~Employment may not be extended by using vacation at the time of separation.~~

(e) OPTION 2. Accumulation of vacation leave credit shall be on a continuous basis ~~not to exceed two hundred forty (240) hours.~~ From date of hire through ten (10) years of service - accumulation not to exceed two hundred forty (240) hours. After ten (10) years of service - accumulation not to exceed three hundred four (304) hours. After fifteen (15) years of service - accumulation not to exceed three hundred thirty-six (336) hours. After twenty (20) years of service - accumulation not to exceed three hundred eight-four (384) hours. After twenty-five (25) years of service - accumulation not to exceed three hundred ninety-six (396) hours. Unused vacation leave accumulation shall be paid upon separation and the employee may request that vacation be used until depleted. The date vacation is depleted shall become the last date of employment. ~~Employment may not be extended by using vacation at the time of separation.~~

(e) OPTION 3. Accumulation of vacation leave credit shall be on a continuous basis not to exceed two hundred forty (240) hours. When this accumulation level is reached, the accrued hours lost are placed in a Catastrophic Bank/Pool. Unused vacation leave accumulation shall be paid upon separation and the employee may request that vacation be used until depleted. The date vacation is depleted shall become the effective last date of employment. ~~Employment may not be extended by using vacation at the time of separation.~~

(e) OPTION 4. Accumulation of vacation leave credit shall be on a continuous basis not to exceed two hundred forty (240) hours. When this accumulation level is reached, the monetary equivalent of the accrued hours lost shall be placed in the employees PEHP account. Unused vacation leave accumulation shall be paid upon separation and the employee may request that vacation be used until depleted. The date vacation is depleted shall become the last date of employment. ~~Employment may not be extended by using vacation at the time of separation.~~

(e) OPTION 5. Accumulation of vacation leave credit shall be on a continuous basis not to exceed two hundred forty (240) hours. When this accumulation level is reached, the monetary equivalent of the accrued hours lost shall be paid to the employee in that pay period. Unused vacation leave accumulation shall be paid upon separation and the employee may request that vacation be used until depleted. The date vacation is depleted shall become the last date of employment. ~~Employment may not be extended by using vacation at the time of separation.~~

(e) OPTION 6. Accumulation of vacation leave credit shall be on a continuous basis ~~not to exceed two hundred forty (240) hours.~~ From date of hire through ten (10) years of service - accumulation not to exceed two hundred forty (240) hours. After ten (10) years of service - accumulation not to exceed three hundred four (304) hours. After fifteen (15) years of service -

accumulation not to exceed three hundred thirty-six (336) hours. After twenty (20) years of service - accumulation not to exceed three hundred eight-four (384) hours. After twenty-five (25) years of service - accumulation not to exceed three hundred ninety-six (396) hours. When the accumulation level is reached, the monetary equivalent of the accrued hours lost shall be placed in the employees PEHP account. Unused vacation leave accumulation shall be paid upon separation and the employee may request that vacation be used until depleted. The date vacation is depleted shall become the last date of employment. Employment may not be extended by using vacation at the time of separation.

### 19.3 Sick Leave (Revised ~~9/06~~ 8/07)

(a) Sick leave is only to be used for sickness, family illness, personal and family medical appointments, injury, disability or funeral leave as outlined in these Rules and for no other purpose. An employee who uses sick leave for any other purpose may be subject to discipline. Each status employee shall earn Sick Leave hours at the factored hourly rate specified to equate to thirteen (13) days per year or one hundred hour (104) hours per year for a full-time employee. Sick Leave shall not accrue during any period of absence without pay. Sick Leave shall be earned, but not granted, during the first six (6) months of employment. No refund of vacation shall be allowed due to illness incurred while on vacation.

Sick Leave for part-time employees will be earned based on the number of hours worked each pay period.

~~(b) The Department Head may require a doctor's certificate be obtained on an annual basis for the continued medical condition.~~

~~(c)~~ (b) An employee may use up to forty (40) hours per calendar year for illness in the immediate family or family medical appointments. Upon written request, the Personnel Director may waive the forty (40) hour limit after reviewing the individual circumstances in support of the request.

~~(d)~~ (c) Immediate family for the purpose of sick leave usage is defined to be spouse, child, parent, step-parent, sister, brother, employee's grandparents and the parents of the employee's spouse. Immediate family will also include any other family member, whether it be by blood or legal marriage, or legal adoption or foster children, residing in the same household.

~~(e)~~ (d) OPTION 1. Accumulation of sick leave credit shall not exceed two thousand eighty (2,080) hours at any one time. Disability retirement shall not be effective until accumulated sick leave has been used. Upon voluntary separation after fifteen (15) years of service, retirement or death the employee shall receive ~~fifty-five percent (55%)~~ seventy-five percent (75%) of accumulated sick leave (distributed as one-third cash and two-thirds PEHP). The payment will be at the regular hourly rate of the employee at the time of separation ~~retirement or death~~.

~~(f)~~ (e) OPTION 2. Accumulation of sick leave credit shall not exceed two thousand eighty (2,080) hours at any one time. Disability retirement shall not be effective until accumulated sick leave has been used. Upon voluntary separation after fifteen (15) years of service, retirement or death the employee shall receive ~~fifty-five percent (55%)~~ one hundred percent (100%) of accumulated sick leave (distributed as one-third cash and two-thirds PEHP). The payment will be at the regular hourly rate of the employee at the time of separation ~~retirement or death~~.

~~(g)~~ (f) OPTION 3. Accumulation of sick leave credit shall have no maximum ~~not~~

~~exceed two thousand eighty (2,080) hours at any one time. Disability retirement shall not be effective until accumulated sick leave has been used. Upon voluntary separation after fifteen (15) years of service, retirement or death the employee shall receive fifty-five percent (55%) one hundred percent (100%) of accumulated sick leave (distributed as one-third cash and two-thirds PEHP). The payment will be at the regular hourly rate of the employee at the time of separation retirement or death.~~

(ed) OPTION 4. Accumulation of sick leave credit shall not exceed two thousand eighty (2080) hours at any one time. Disability retirement shall not be effective until accumulated sick leave has been used. Upon voluntary separation after fifteen (15) years of service, retirement or death the employee shall receive fifty-five percent (55%) of accumulated sick leave (distributed as one-third cash and two-thirds PEHP). The payment will be at the regular hourly rate of the employee at the time of separation retirement or death. When maximum accumulation is reached, the accrued hours lost shall be placed in a Catastrophic Bank/Pool.

(ed) OPTION 5. Accumulation of sick leave credit shall not exceed two thousand eighty (2080) hours at any one time. Disability retirement shall not be effective until accumulated sick leave has been used. Upon voluntary separation after fifteen (15) years of service, retirement or death the employee shall receive fifty-five percent (55%) of accumulated sick leave (distributed as one-third cash and two-thirds PEHP). The payment will be at the regular hourly rate of the employee at the time of separation retirement or death. When maximum accumulation is reached, the monetary equivalent of the accrued hours lost shall be placed in the employees PEHP account.

(fe) An employee who is absent because of sickness shall inform his immediate supervisor of the fact and the reason therefore as soon as possible; failure to do so within a reasonable time may be cause for denial of pay for the period of absence. The Department Head may require a doctor's certificate or other evidence of illness before approving sick leave with pay; ~~such certificates shall be transmitted to the Personnel Officer with the report of sick leave for entry in the employee's records. For a continued medical condition, the Department Head may require a doctor's certificate be obtained on an annual basis.~~ Sick leave may be denied when the County has facts showing that an employee is abusing sick leave.

(gf) An employee, at his discretion, may supplement his worker's compensation payment to bring the total sum of worker's compensation payment and sick leave to a figure equivalent to a full pay check.

~~(h) An employee who voluntarily separates, other than retirement, from employment with the County after fifteen (15) consecutive years of service with the county shall be paid fifty percent (50%) of their accumulated sick leave balance that is in excess of one thousand hours. This pay out shall be distributed as one-third (1/3) cash and two-thirds (2/3) PEHP. Payment shall be made based on the employee's current hourly rate of pay.~~

(ig) Once an employee has exhausted all sick leave, the department head may automatically deduct as necessary from any available paid leaves.

~~(j) Sick Leave Incentive. For employees at the Youth Services Center there shall be established a sick leave incentive. When the average sick leave used at the Youth Services Center is less than 56 hours per person (exclusive of pregnancy leaves or extended illness/injury leaves greater than 30 consecutive work days), then each employee who used less than or equal to 56 hours shall receive \$400 in sick leave incentive pay. Employees whose sick leave usage is greater than 56 hours shall receive \$200 in sick leave incentive pay. The program will begin with the first pay period of the calendar year in 2005 and end the last pay period of that year. Any payment earned will be made the first pay check in February, 2006. This program will terminate December 31, 2005, unless extended by the County. For purposes of the sick leave incentive, employees will include those employees who are considered Unrepresented.~~

(jh) OPTION 1. Sick Leave Incentive. For each employee whose sick leave usage is sixteen (16) hours or less during a six (6) month period, the County will pay an additional twelve (12) hours in the employee's PEHP account. For each employee whose sick leave usage during a six (6) month period is more than sixteen (16) hours but less than twenty-four (24) hours, the County will pay an additional eight (8) hours in the employee's PEHP account. This payment would happen in the first pay period of the following month.

(jh) OPTION 2. Sick Leave Incentive. For each employee whose sick leave usage is twenty-four (24) hours or less during a six (6) month period, the County will pay an additional sixteen (16) hours in the employee's PEHP account. For each employee whose sick leave usage during a six (6) month period is more than twenty-four (24) hours but less than thirty-two (32) hours, the County will pay an additional twelve (12) hours in the employee's PEHP account. This payment would happen in the first pay period of the following month.

## **19.11 Funeral Leave (9/01-Revised 8/07)**

Funeral leave ~~may be taken upon approval of the Department Head and~~ with pay, without deduction from regular pay or accumulated sick leave, shall be allowed according to the following:

(a) In the case of death of the employee's spouse, child, mother, father, stepmother, stepfather, stepchild, mother-in-law, father-in-law, brother, sister, grandfather, grandmother, grandchild, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or the grandparents of a spouse or in the case of death of any other relative residing in the immediate household of the employee. Grandfather, grandmother and grandchild will include "great" grandfathers, grandmothers and grandchildren. Aunt and uncle will include "great" aunts and uncles. A full-time employee shall be ~~granted funeral leave with pay at the rate of~~ allowed up to twenty-four (24) hours ~~to attend the funeral without deduction from his pay or accumulated sick leave.~~ A and a part-time employee shall be allowed ~~two-fifths (2/5)~~ three-fifths (3/5) of the hours in his normally scheduled work week if scheduled to work the hours requested. In addition an employee shall be allowed to use up to twenty-four (24) hours of accumulated sick leave in the case of death of any of the above designated persons. A part-time employee shall be allowed to use accumulated sick leave up to three-fifths (3/5) of the hours in his normally scheduled work week if scheduled to work the hours requested. Upon written request, the Personnel Director may allow these hours to be taken in a non-consecutive manner.

(b) ~~In the case of death of the employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or grandparents of the employee's spouse, full-time employees shall be allowed sixteen (16) hours funeral leave with regular pay to attend the funeral without deduction from his pay or accumulated sick leave. Aunt and uncle include "great" aunts and uncles. The part-time employee shall be allowed one-fifth (1/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.~~

(c) ~~A full-time employee shall be allowed to use up to twenty-four (24) hours of his accumulated sick leave in the case of death of any of the above designated persons. A part-time employee may be allowed to use accumulated sick leave up to four-fifths (4/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.~~

(d) ~~Up to four (4) hours funeral leave shall be granted if a full-time employee attends the funeral of a co-worker or retiree from the department in which the requesting employee is employed. A part-time employee shall be granted one-tenth (1/10) of the hours in his normally scheduled work week if scheduled to work the hours requested.~~